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Civil Engineering

EMERGENCY NOTIFICATION PROCEDURES

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This instruction implements AFPD 32-10, Installations and Facilities, by assigning responsibilities and procedures for the base civil engineer (BCE) to informally notify HQ AFMC/CE of unusual happenings concerning civil engineering areas of responsibility. Applies to the air logistics centers, product centers, Wright-Patterson, Arnold, Kirtland, Los Angeles, and Newark AFBs. It does not apply to the Air National Guard or US Air Force Reserve units or members. Send recommendations for change or improvement to this publication on AF Form 847, Recommendation For Change of Publication, to HQ AFMC/CEC, 4225 Logistics Ave, Suite 7, Wright-Patterson AFB OH 45433-5746.

SUMMARY OF REVISIONS

This is the initial publication of AFMCI 32-1001, substantially revising AFMCR 85-3. It updates guidance on emergency notification procedures that each civil engineer must follow in keeping the headquarters aware of local happenings.

1. Responsibilities:

1.1. Base Civil Engineer. Reports unusual happenings within respective areas of responsibility. Early notification of unusual happenings is required as soon as possible. Major problems should be reported while still underway, with follow-on information provided within 24 hours.

2. Areas of Responsibility. The BCE shall report any activity associated with his or her functional areas which could adversely affect flying operations, the AFMC logistics mission, RDT&E activities, test center programs or generate adverse public reaction.

2.1. Headquarters Points of Contact for Unusual Happenings. Points of contact for incidents that require informal notification, based on good judgment and knowledge of the situation, are:

2.1.1. Scheduled or unscheduled power outages that impact mission or mission support facilities (HQ AFMC/CECS, DSN 787-4103).

2.1.2. All unsuccessful aircraft arresting systems engagement or arresting systems that are expected to be inoperative for extended periods of time (HQ AFMC/CECS, DSN 787-4103), RCS: HAF-CE(AR)8403.

2.1.3. Major personal injury or fatality of BCE employees or casualties occurring in or around real property facilities and utilities (HQ AFMC/CECS, DSN 787-4103).

2.1.4. Nonreportable fire in a sensitive or critical area that may require an OPREP-3 report (HQ AFMC/CEO, DSN 787-7558).

2.1.5. Unscheduled aircraft pavement repairs that require closing runways or taxiways and affect the flying mission (HQ AFMC/CECS, DSN 787-4103).

2.1.6. Any default or strikes on major utility or service contracts (HQ AFMC/CECS, DSN 787-4103).

2.1.7. Any major accidents or obstructions to progress on construction projects such as strikes or delays (HQ AFMC/CECC, DSN 787-5126).

2.1.8. Intrusion or fire protection systems that will be inoperative for extended periods (HQ AFMC/CECS, DSN 787-4103).

2.1.9. Any significant failure within the nine infrastructure systems that cause a disruption to mission (HQ AFMC/CECS, DSN 787-4103).

3. Reporting Instructions. Unusual Happenings in Civil Engineering, RCS: MTC CE(AR)8301:

3.1. During weekday duty hours, 0730-1700 Eastern Standard Time (EST) (Eastern Daylight Time when in effect), call the appropriate HQ AFMC/CE office to report unusual happenings.

3.2. After duty hours (including Saturdays, Sundays, and holidays), the HQ AFMC/CE duty officer is available through the AFMC Command Post, DSN 787-6314. Report the event to the duty officer or wait until 0730 EST the next workday and call the HQ AFMC/CE office, DSN 787-6576.

3.3. For all unusual happenings, except fire incidents, provide the following information. Do not delay initial notification waiting for complete information:

- Subject (i.e., power outage, infrastructure system failure, personnel injury, etc.)
- Date, time, and location of event.
- Type of repair (temporary or permanent).
- Details of the event and known causes.
- Areas affected and the impact of the event.
- Estimated or actual loss or down time.
- Actions taken or proposed.
- Additional information if available, such as, estimates of cost required to resolve the situation, man-hour commitments to resolve the situation, and possible adverse public reaction.

3.4. After any fire incident involving USAF aircraft, real property, and material or non-Air Force loss of significant value, notify HQ AFMC/CEO, DSN 787-7558. After duty hours, notify either the chief of HQ AFMC/CEO or the alternate at the home phone. Telephone numbers will be provided to bases by letter. Provide the following information in this order:

- Date and time of incident.
- Location of incident.
- Occupancy or use.
- Damage to property.
- Number of fatalities or injuries.
- Preliminary loss estimate.
- Probable cause of fire.
- Effect on mission.
- Results of fire-fighting effort or summary of fire.

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